

**MINUTES OF THE ALTOONA, WI
REGULAR PLAN COMMISSION MEETING
April 6, 2021**

(I) Call Meeting to Order.

The meeting was called to order by Mayor Brendan Pratt at 5:30 p.m. held on zoom Teleconference/video conference due to Coronavirus COVID-19.

(II) Roll call.

Members present: Brendan Pratt, Tim Sexton, Matthew Biren,
Barbara Oas-Holmes, Bill Hoepner, Dean Roth. Andraya Albrecht
arrived at 5:45 p.m.

Also Present: City Planner Joshua Clements
City Engineer/Director Public Works Dave Walter
Management Analyst Roy Atkinson
City Clerk Cindy Bauer
Nate Byom, Project Manager for Kwik Trip
Seth Markgren, Civil Engineer for the Veterinary Clinic
Craig Wurzer, Prairie View Ridge Development.

(III) Citizen Participation Period.

Motion by Oas-Holmes/Roth to close Citizen Participation Period. **Motion carried.**

(IV) Approval of minutes.

Motion by Biren/Hoepner approve the minutes of the March 9, 2021 Regular Plan Commission meeting and the March 23, 2021 Special Plan Commission Meeting. **Motion carried.**

(V) Old Business - none

(VI) New Business

(1) - Public Hearing at 5:30 p.m. or as soon thereafter as possible regarding a Conditional Use Permit and Site Plan to allow a gas station convenience store and off-sale liquor sales as submitted by KwikTrip, parcel #201103601020 located at the corner of Baumbach Way, Mayer Road and U.S. Highway 12.

Mayor Pratt opened the public hearing at 5:35 p.m.

City Planner Josh Clements referred to the following:

- Staff Report 21-04A
- Appeal for a Conditional Use Permit (2021-0319)
- Site Plan Application (2021-0319)
- Cover Letter
- Site Rendering
- Site Improvement Plan
- Sign Plan
- Illustrations (3): Building Elevations; Gasoline pump canopy; 3 lane diesel canopy
- Abbreviated Traffic Impact Analysis (2021-0330)

City Planner Clements explained that KwikTrip is proposing store #1128 to occupy a 4.5-acre parcel at the intersection of Mayer Road, Baumbach Way, and U.S. Highway 12 in the Finland Flats subdivision. Core features of the site are proposed to include: 10 dispenser fuel canopy, single-bay car wash, and 3 lane diesel canopy. The proposed operation is 24-hours with daily deliveries. The proposed building is fully brick exterior with standing seam metal roofing and aluminum storefront windows. “Extensive landscaping, modern storm water facilities” are also described. The site is proposed to be full concrete pavement with curb and gutter.

City Planner Clements said the integrated convenience store is expected to market products similar to existing stores, including fresh produce, bakery and dairy, hot and cold beverages, fresh meat and groceries, and convenient store merchandise. Alcohol, tobacco products, and lottery tickets are also proposed. Limited outdoor sales proposed include two ice chests and one propane cage next to the store and sites underneath the fueling canopy. Clements noted that the proposed use requires a conditional use permit for Gasoline Service Station (§ 19.40.020 A 7) and Off-sale liquor store (§ 19.40.020 A 1).

Nate Byom, Project Manager for Kwik Trip gave some background information on other Kwik Trip Stores and commented on some amenities of this store.

Motion by Sexton/Hoepner to close the public hearing at 5:46 p.m. **Motion carried.**

(VI)(2) Discuss/consider approval of a Conditional Use Permit and Site Plan for KwikTrip.

City Planner Clements said Staff recommends approval of the appeal for a Conditional Use Permit for a Gasoline Service Station (§. 19.40.020 A 7) and Off-sale liquor store (§ 19.40.020 A 1) with the following conditions of approval (2):

- (1) Bicycle parking fixtures shall meet the standards in Altoona Municipal Code § 19.52.060 D., “inverted U” or substantially similar.
- (2) The proposed sidewalk along the east frontage shall be a bicycle facility, minimum ten feet of pavement width, with associated curb rumps.

Motion by Hoepner/Oas-Holmes approve the Conditional Use Permit and Site Plan with staff recommended conditions. **Motion carried.**

(VI)(3) Discuss/Consider approval of a Site Plan for Altoona Veterinary Clinic

City Planner Clements explained that the proposed Site Plan for Altoona Veterinary Clinic illustrates a 3,127 ft² building with easement access from Mayer Road through adjoining property. The property is 0.816-acre (35,550 ft²) and is zoned C Commercial District. The plan includes eight vehicle parking stalls with an expansion scenario of up to fifteen stalls, as needed. The property includes a significant stormwater easement for the overland conveyance of regional surface water flow. The site features small storm water infiltration with overflow connection to that regional route. Vehicle access to the site is proposed from an existing easement through the adjoining property, “Ed’s Shed”, to Mayer Road, as access from Highway 12 is not permitted.

City Planner Clements noted that staff anticipates that some site modifications may be necessary once the stormwater permit is received and reviewed. This may include enlargement of the infiltration basin, as well as provision of an alternative drainage system reflecting a scenario where Highway 12 is expanded. Clements said staff recommends approval of the Site Plan subject to the following modifications (3):

1. Provide alternative stormwater design scenarios if Highway 12 is widened with stormwater permit application.

2. Building façade design must be reviewed and approved by staff for consistency with Title 19 prior to issuance of building permits.
3. Bicycle parking fixtures shall be provided consistent with Altoona Municipal Code 19.52.030 D.

Seth Markgren, Civil Engineer for the Veterinary Clinic was present to answer any questions Plan Commission Members had regarding this site plan.

Plan Commission Members suggested additional landscaping around the North side of the building.

Motion by Hoepner/Roth to approve the Site Plan with staff recommended modifications and the additional landscaping around the North side of the building. **Motion carried.**

(VI)(4) Discuss/Consider approval of a Site Plan for Prairie View Ridge Lot # 1.

City Planner Clements explained that the proposed Site Plan for **Lot 1** of Prairie View Ridge illustrates a 8-dwelling building with approx. 8,310 ft² footprint with easement access from Baumbach Way. The property is 0.81-acres (35,283 ft²) and is zoned R3 Multiple Family Dwelling District. The property is part of the Prairie View Ridge neighborhood.

Clements said the total finished building area is 10,840 ft² with 3,630 ft² of garage space (16 vehicle stalls). The eight dwellings total 20 bedrooms. The four ground level dwellings are 1,170 ft² 2-bedroom, 2-bath. The four upstairs dwellings are 1,540 ft² 2-bedroom, 2-bath. In addition to two garage stalls per dwelling, there is sufficient space to park a vehicle in front of each garage. The proposed building materials are predominately Smartboard composite lap siding, veneer stone, asphalt shingles and aluminum fascia. The site features small storm water infiltration areas as well as connection to neighborhood-wide storm water pond. Vehicle access to the site is proposed from a future shared private driveway along the east side of this site, dedicated via easement.

City Planner Clements noted that staff recommends approval with the following modifications (2):

1. Site Landscape - Tree selection shall be native or hybrid native canopy tree species as defined by the Wisconsin Department of Natural Resources. No single species shall be greater than 33% of the specimens on the site. Trees shall be a minimum of diameter of 2 ½ inch caliper at planting.
2. Add bicycle parking fixtures (minimum of four spaces, two “U” racks) consistent of § 19.52.030 (D).

Craig Wurzer, Prairie View Ridge Developer was present to answer any questions Plan Commission Members had regarding the site plan.

Motion by Sexton/Hoepner to approve the Site Plan with staff recommended modifications. **Motion carried.**

(VI)(5) Discuss/Consider approval of a Site Plan for Prairie View Ridge Lot #5.

City Planner Clements explained that the proposed Site Plan for Lot 5 of Prairie View Ridge illustrates a 8-dwelling building with approx. 8,310 ft² footprint with access from Baumbach Way. The property is 0.78-acres (33,977 ft²) and is zoned R3 Multiple Family

Dwelling District. The property is part of the Prairie View Ridge neighborhood, with a general conceptual arrangement of buildings provided by the developer.

Clements said the total finished building area is 10,840 ft² with 3,630 ft² of garage space (16 vehicle stalls). The eight dwellings total 20 bedrooms. The four ground level dwellings are 1,170 ft² 2-bedroom, 2-bath. The four upstairs dwellings are 1,540 ft² 2-bedroom, 2-bath. In addition to two garage stalls per dwelling, there is sufficient space to park a vehicle in front of each garage. The proposed building materials are predominately Smartboard composite lap siding, veneer stone, asphalt shingles and aluminum fascia. The site features small storm water infiltration areas as well as connection to neighborhood-wide storm water pond. Vehicle access to the site is proposed from a future shared private driveway along the east side of this site, dedicated via easement, as well as a driveway west of the building with direct access to Baumbach Way.

City Planner Clements said staff recommends approval with the following modifications (4):

1. Connect pedestrian walkways to the public sidewalk.
2. Add additional native canopy tree plantings, approximately as illustrated (4).
3. Site Landscape - Tree selection shall be native or hybrid native canopy tree species as defined by the Wisconsin Department of Natural Resources. No single species shall be greater than 33% of the specimens on the site. Trees shall be a minimum of diameter of 2 ½ inch caliper at planting.
4. Add bicycle parking fixtures (minimum of four spaces, two “U” racks) consistent of § 19.52.030 (D).

Motion by Biren/Roth to approve the Site Plan with staff recommended modifications.

Motion carried.

(VII) MISCELLANEOUS BUSINESS AND COMMUNICATIONS

(1) Place Plan Update

City Planner Clements recalled that portions of the Place Plan were discussed at the previous meeting of the Plan Commission. Following that meeting, a survey instrument was distributed to update measurement and feedback collected in 2016. The deadline for responses is April 11, 2021.

(VIII) Adjournment.

Motion by Sexton/Hoepner to adjourn at 6:32 p.m. **Motion carried.**

Minutes transcribed by Cindy Bauer, Altoona City Clerk